



# Community Development Corporation Meeting Agenda

Monday, March 03, 2025 at 6:00 PM

City Hall – 520 East Ocean Blvd. Los Fresnos, TX 78566

<https://cityoflosfresnos.com/meetings>

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NOTICE OF SAID MEETING IS HEREBY GIVEN BY THE CITY OF LOS FRESNOS PURSUANT TO CHAPTER 551, TITLE 5 OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT.

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## A. CALL MEETING TO ORDER

## B. INVOCATION AND PLEDGE OF ALLEGIANCE

## C. VISITORS REMARKS

To speak, you must sign in with the City Secretary prior to the meeting. You have a limit of 5 minutes to speak.

## D. ACTION ITEMS

- [1.](#) Consideration and ACTION to approve the minutes from February 3, 2025.
- [2.](#) Consideration and ACTION to acknowledge the January 2025 Financial Report A. Monthly B. Year to Date Report C. Sales Tax Report
- [3.](#) Consideration and ACTION to acknowledge the February 2025 Financial Report A. Monthly B. Year to Date Report C. Sales Tax Report
- [4.](#) Consideration and ACTION to approve the CDC 2023-2024 Audit Report.
- [5.](#) Consideration and ACTION to approve funding for the Earth Day event on Saturday, April 12, 2025.
- [6.](#) Consideration and ACTION to approve upgrades to the parking areas at the Community Park and Memorial park.
- [7.](#) Consideration and ACTION to approve adding a full time position of Economic Development Coordinator to replace the current staffing structure.

## E. REPORT BY CDC CONSULTANT

- [1.](#) CDC Consultant Report February 2025 A. Businesses & Resident Site Information B. Business Outreach C. Sponsored Promotions

## F. REPORT BY GENERAL MANAGER

- [1.](#) City Manager Report A. Veteran's Memorial

## G. ADJOURNMENT

This is to certify that I, Jacqueline Moya, posted this agenda on the front bulletin board of the City Hall and on the city website at [www.cityoflosfresnos.com](http://www.cityoflosfresnos.com) on February 28, 2025 on or before 05:30 p.m. and it shall remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Jacqueline Moya, City Secretary

Persons with any disabilities that would like to attend meetings must notify City Secretary 24 hours in advance so that the City can make arrangements for that disabled person.

## ACTION ITEM REPORT



**Item Title:** Consideration and ACTION to approve the minutes from February 3, 2025.

**Recommendation:**

I recommend approval.



# Community Development Corporation Meeting Minutes

Monday, February 03, 2025 at 6:00 PM

City Hall – 520 East Ocean Blvd. Los Fresnos, TX 78566

<https://cityoflosfresnos.com/meetings>

NOTICE OF SAID MEETING IS HEREBY GIVEN BY THE CITY OF LOS FRESNOS PURSUANT TO CHAPTER 551, TITLE 5 OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT.

## A. CALL MEETING TO ORDER

President Enrique Juarez called the meeting to order at 6:00 p.m.

### PRESENT

President Enrique Juarez  
Place 4 Marco Huerta  
Place 5 Gordon Cappon  
Place 6 Claudia Villarreal  
Vice President Daniel Alvarez

### ABSENT

Place 2 Pedro Maldonado  
Place 3 Leo Casanova

## B. INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Milum gave the invocation and led the audience in the Pledge of Allegiance.

## C. VISITORS REMARKS

To speak, you must sign in with the City Secretary prior to the meeting. You have a limit of 5 minutes to speak.

## D. ACTION ITEMS

1. Consideration and ACTION to approve a sign grant for Real Storage located at 696 E. Ocean Blvd.

Board member Marco Huerta presented the Business Incentive Grant Committee's recommendation the approval the lowest bid in the amount of \$9,300 with the lowest bid \$3,750.

Motion was made and seconded to approve a sign grant for Real Storage located at 696 E. Ocean Blvd to the lowest bid in the amount of \$9,300 with the CDC portion being the maximum sign grant amount of \$3,750.

Motion made by Place 6 Villarreal, Seconded by Vice President Alvarez.

Voting Yea: President Juarez, Place 4 Huerta, Place 5 Cappon, Place 6 Villarreal, Vice President Alvarez

2. Presentation by the Los Fresnos Little League and possible ACTION to approve funding for the 2025 little league season.

League President, Hector Martinez presented the leagues 2024 accomplishments and statement of activities. He introduced David Gillespie, Secretary and Dan Avila, Coach Coordinator, who were also present.

Motion was made and seconded to approve funding for the Los Fresnos Little League in the amount of \$10,000 for the 2025 little league season.

Motion made by Vice President Alvarez, Seconded by Place 4 Huerta.  
Voting Yea: President Juarez, Place 4 Huerta, Place 5 Cappon, Place 6 Villarreal, Vice President Alvarez

- 3. Consideration and ACTION to approve the minutes from the January 6, 2025 meeting.

Motion was made and seconded to approve the minutes from January 6, 2025.

Motion made by Place 4 Huerta, Seconded by Place 6 Villarreal.  
Voting Yea: President Juarez, Place 4 Huerta, Place 5 Cappon, Place 6 Villarreal, Vice President Alvarez

- 4. Consideration and ACTION to acknowledge the January 2025 Financial Report A. Monthly B. Year to Date Report C. Sales Tax Report

President Juarez explained the report was not ready to presented, he explained it would be in the next meeting.

No action was taken.

- 5. Consideration and ACTION to elect a President and Vice President for a one year term.

The board discussed the nominations.

Motion was made and seconded to nominate Enrique Juarez as President and Danial Alvarez as Vice-President for a one year term.

**E. REPORT BY CDC CONSULTANT**

- 1. CDC Consultant Report January 2025 A. Businesses & Resident Site Information B. Business Outreach C. Sponsored Promotions

CDC Consultant, Desi Martinez provided the board with a business brochure that they are sending out to bank and financial companies throughout the valley.

**F. REPORT BY GENERAL MANAGER**

- 1. City Manager Report A. Veteran’s Memorial

Mr. Milum reported the memorial is close to completed. He met with the contractor to discuss the audio for the speakers.

**G. ADJOURNMENT**

Meeting was adjourned at 6:34 p.m.

\_\_\_\_\_  
Enrique Juarez, President

ATTEST:

\_\_\_\_\_  
Jacqueline Moya, City Secretary

## ACTION ITEM REPORT



**Item Title:** Consideration and ACTION to acknowledge the January 2025 Financial Report A. Monthly B. Year to Date Report C. Sales Tax Report

**Recommendation:**

I recommend approval.



City of Los Fresnos, TX

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: FVB9-CDC CHECKING</b>						
06945	DESIDERIO MARTINEZ	01/09/2025	Regular	0.00	1,600.00	3630
01493	J.GALLAGHER ASPHALT MAINTENANCE LLC	01/09/2025	Regular	0.00	9,844.00	3631
01158	JENNIFER LAZNAVSKY	01/09/2025	Regular	0.00	88.43	3632
08239	LOS FRESNOS NEWS	01/09/2025	Regular	0.00	1,425.00	3633
01274	NewLane Finance Company	01/09/2025	Regular	0.00	39.75	3634
00925	PEDERSON CONSTRUCTION CO	01/09/2025	Regular	0.00	42,375.46	3635
00925	PEDERSON CONSTRUCTION CO	01/09/2025	Regular	0.00	-42,375.46	3635
00925	PEDERSON CONSTRUCTION CO	01/09/2025	Regular	0.00	42,375.46	3636
00305	LOS FRESNOS CHAMBER OF COMMERCE	01/13/2025	Regular	0.00	1,500.00	3637
01158	JENNIFER LAZNAVSKY	01/23/2025	Regular	0.00	194.54	3638
08017	THE GRAFIK SPOT LLC	01/23/2025	Regular	0.00	787.50	3639
01488	Valentina Felix Baez	01/23/2025	Regular	0.00	51.09	3640
06945	DESIDERIO MARTINEZ	01/23/2025	Regular	0.00	1,600.00	3641
00001	CITY OF L.F. PAYROLL ACCT	01/03/2025	Bank Draft	0.00	1,010.57	DFT0000992
00001	CITY OF L.F. PAYROLL ACCT	01/17/2025	Bank Draft	0.00	1,114.20	DFT0001022

**Bank Code FVB9 Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	12	0.00	101,881.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-42,375.46
Bank Drafts	2	2	0.00	2,124.77
EFT's	0	0	0.00	0.00
	<b>14</b>	<b>15</b>	<b>0.00</b>	<b>61,630.54</b>



City of Los Fresnos, TX

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 09 - COMMUNITY DEVELOPMENT COR</b>							
<b>Department: 452 - CDC DISBURSEMENTS</b>							
<b>Revenue</b>							
<a href="#">09-452-1000</a>	INTEREST EARNED	14,400.00	14,400.00	0.00	3,989.46	-10,410.54	27.70 %
<a href="#">09-452-1132</a>	SALES TAX	670,800.00	670,800.00	48,016.52	204,662.07	-466,137.93	30.51 %
	<b>Revenue Total:</b>	<b>685,200.00</b>	<b>685,200.00</b>	<b>48,016.52</b>	<b>208,651.53</b>	<b>-476,548.47</b>	<b>30.45 %</b>
	<b>Department: 452 - CDC DISBURSEMENTS Total:</b>	<b>685,200.00</b>	<b>685,200.00</b>	<b>48,016.52</b>	<b>208,651.53</b>	<b>-476,548.47</b>	<b>30.45 %</b>
<b>Department: 575 - COMMUNITY DEVELOPMENT</b>							
<b>Expense</b>							
<a href="#">09-575-01100</a>	SALARIES	25,334.00	25,334.00	1,440.00	4,404.00	20,930.00	17.38 %
<a href="#">09-575-02100</a>	FICA EXPENSE	1,571.00	1,571.00	89.28	273.04	1,297.96	17.38 %
<a href="#">09-575-02105</a>	MEDICARE EXPENSE	367.00	367.00	20.88	63.85	303.15	17.40 %
<a href="#">09-575-02107</a>	TWC EXPENSE	117.00	117.00	1.43	4.40	112.60	3.76 %
<a href="#">09-575-02160</a>	WORKER'S COMP	51.00	51.00	3.11	9.54	41.46	18.71 %
<a href="#">09-575-03110</a>	ATTORNEY	500.00	500.00	0.00	0.00	500.00	0.00 %
<a href="#">09-575-03115</a>	AUDITOR	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
<a href="#">09-575-03120</a>	PROFESSIONAL SERVICES	41,600.00	41,600.00	3,200.00	12,800.00	28,800.00	30.77 %
<a href="#">09-575-03121</a>	BUSINESS RECRUIT AND DEVELOPME	18,000.00	18,000.00	1,500.00	6,000.00	12,000.00	33.33 %
<a href="#">09-575-04100</a>	OFFICE SUPPLIES & PRINTING	5,500.00	5,500.00	0.00	63.00	5,437.00	1.15 %
<a href="#">09-575-06100</a>	CITY PROMOTION	54,500.00	54,500.00	0.00	27,500.00	27,000.00	50.46 %
<a href="#">09-575-06120</a>	ADVERTISING	12,580.00	12,580.00	0.00	1,425.00	11,155.00	11.33 %
<a href="#">09-575-09100</a>	TRAVEL/SEMINARS	3,000.00	3,000.00	334.06	414.63	2,585.37	13.82 %
<a href="#">09-575-10100</a>	DUES & MEMBERSHIPS	2,000.00	2,000.00	39.75	7,164.17	-5,164.17	358.21 %
<a href="#">09-575-11150</a>	SPECIAL PROJECTS	188,416.00	188,416.00	0.00	111,030.49	77,385.51	58.93 %
<a href="#">09-575-12100</a>	INSURANCE	300.00	300.00	270.52	270.52	29.48	90.17 %
<a href="#">09-575-13500</a>	CAPITAL OUTLAY	101,800.00	101,800.00	0.00	0.00	101,800.00	0.00 %
<a href="#">09-575-30100</a>	BUSINESS INCENTIVE PROGRAM	40,000.00	40,000.00	787.50	602.07	39,397.93	1.51 %
<a href="#">09-575-30129</a>	GENERAL FUND ADMIN	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
<a href="#">09-575-30131</a>	TRANSFER DEBT SERVICE I&S	268,064.00	268,064.00	0.00	0.00	268,064.00	0.00 %
<a href="#">09-575-99100</a>	MISCELLANEOUS	300.00	300.00	0.00	0.00	300.00	0.00 %
	<b>Expense Total:</b>	<b>787,000.00</b>	<b>787,000.00</b>	<b>7,686.53</b>	<b>172,024.71</b>	<b>614,975.29</b>	<b>21.86 %</b>
	<b>Department: 575 - COMMUNITY DEVELOPMENT Total:</b>	<b>787,000.00</b>	<b>787,000.00</b>	<b>7,686.53</b>	<b>172,024.71</b>	<b>614,975.29</b>	<b>21.86 %</b>
	<b>Fund: 09 - COMMUNITY DEVELOPMENT COR Surplus (Deficit):</b>	<b>-101,800.00</b>	<b>-101,800.00</b>	<b>40,329.99</b>	<b>36,626.82</b>	<b>138,426.82</b>	<b>-35.98 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-101,800.00</b>	<b>-101,800.00</b>	<b>40,329.99</b>	<b>36,626.82</b>	<b>138,426.82</b>	<b>-35.98 %</b>



# Sales Tax Report

## FY 24-25

Paid	2c		1-1/2c (General Fund Portion)		1/2c (CDC Portion)	
	FY23-24	FY22-23	FY23-24	FY22-23	FY23-24	FY22-23
	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)
	%	%	%	%	%	%
October	243,943.95	185,244.88	182,957.96	138,933.66	60,985.99	46,311.22
November	222,593.76	184,490.56	166,945.32	138,367.92	55,648.44	46,122.64
December	181,035.06	168,404.27	135,776.30	126,303.20	45,258.77	42,101.07
January	183,910.88	167,540.80	137,933.16	125,655.60	45,977.72	41,885.20
February	246,747.09	229,682.55	185,060.32	172,261.91	61,686.77	57,420.64
March	177,249.93	159,308.68	132,937.45	119,481.51	44,312.48	39,827.17
April	183,718.30	202,435.05	137,788.73	151,826.29	45,929.58	50,608.76
May	252,041.13	249,102.32	189,030.85	186,826.74	63,010.28	62,275.58
June	203,263.59	158,463.23	152,447.69	118,847.42	50,815.90	39,615.81
July	193,451.68	187,822.61	145,088.76	140,866.96	48,362.92	46,955.65
August	234,275.31	298,745.71	175,706.48	224,059.28	58,568.83	74,686.43
September	212,384.99	201,318.09	159,288.74	150,988.57	53,096.25	50,329.52
<b>TOTAL SALES ACTIVITIES</b>	<b>\$ 2,534,615.67</b>	<b>\$ 2,392,558.75</b>	<b>\$ 1,900,961.75</b>	<b>\$ 1,794,419.06</b>	<b>\$ 633,653.92</b>	<b>\$ 598,139.69</b>
		<b>\$ 142,056.92</b>	<b>\$ 106,542.69</b>	<b>\$ 35,514.23</b>	<b>\$ 5.94%</b>	<b>\$ 5.94%</b>

Paid	2c		1-1/2c (General Fund Portion)		1/2c (CDC Portion)	
	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24	FY23-24
	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)
	%	%	%	%	%	%
October	198,363.69	243,943.95	148,772.77	182,957.96	49,590.92	60,985.99
November	222,636.36	222,593.76	166,977.27	166,945.32	55,659.09	55,648.44
December	205,582.15	181,035.06	154,186.61	135,776.30	51,395.54	45,258.77
January	192,066.09	183,910.88	144,049.56	137,933.16	48,016.52	45,977.72
<b>TOTAL SALES ACTIVITIES</b>	<b>\$ 818,648.29</b>	<b>\$ 831,483.65</b>	<b>\$ 613,986.21</b>	<b>\$ 623,612.74</b>	<b>\$ 204,662.07</b>	<b>\$ 207,870.91</b>
		<b>\$ (12,835.37)</b>	<b>\$ (9,626.52)</b>	<b>\$ (3,208.84)</b>	<b>\$ (1.54%)</b>	<b>\$ (1.54%)</b>

\*\*\*\* Sales Tax Amount may be adjusted at the end of the year based on actuals sales activity amounts.

## ACTION ITEM REPORT



**Item Title:** Consideration and ACTION to acknowledge the February 2025 Financial Report A. Monthly B. Year to Date Report C. Sales Tax Report

**Recommendation:**

I recommend approval.



City of Los Fresnos, TX

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: FVB9-CDC CHECKING</b>						
01377	Burton McCumber & Longoria, LLP	02/06/2025	Regular	0.00	5,958.25	3642
06945	DESIDERIO MARTINEZ	02/06/2025	Regular	0.00	1,600.00	3643
00305	LOS FRESNOS CHAMBER OF COMMERCE	02/06/2025	Regular	0.00	1,500.00	3644
00915	PURCHASE POWER	02/06/2025	Regular	0.00	96.60	3645
01645	STAPLES	02/06/2025	Regular	0.00	62.82	3646
08017	THE GRAFIK SPOT LLC	02/06/2025	Regular	0.00	2,205.00	3647
08257	TOTAL IMAGING SOLUTIONS, INC	02/06/2025	Regular	0.00	17.53	3648
06945	DESIDERIO MARTINEZ	02/20/2025	Regular	0.00	1,600.00	3649
01274	NewLane Finance Company	02/20/2025	Regular	0.00	39.75	3650
08257	TOTAL IMAGING SOLUTIONS, INC	02/20/2025	Regular	0.00	164.35	3651
00001	CITY OF L.F. PAYROLL ACCT	02/14/2025	Bank Draft	0.00	466.41	DFT0001056

**Bank Code FVB9 Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	10	0.00	13,244.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	466.41
EFT's	0	0	0.00	0.00
	<b>11</b>	<b>11</b>	<b>0.00</b>	<b>13,710.71</b>



City of Los Fresnos, TX

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 09 - COMMUNITY DEVELOPMENT COR</b>							
<b>Department: 452 - CDC DISBURSEMENTS</b>							
<b>Revenue</b>							
<a href="#">09-452-1000</a>	INTEREST EARNED	14,400.00	14,400.00	0.00	5,274.25	-9,125.75	36.63 %
<a href="#">09-452-1132</a>	SALES TAX	670,800.00	670,800.00	77,136.27	281,798.34	-389,001.66	42.01 %
	<b>Revenue Total:</b>	<b>685,200.00</b>	<b>685,200.00</b>	<b>77,136.27</b>	<b>287,072.59</b>	<b>-398,127.41</b>	<b>41.90 %</b>
	<b>Department: 452 - CDC DISBURSEMENTS Total:</b>	<b>685,200.00</b>	<b>685,200.00</b>	<b>77,136.27</b>	<b>287,072.59</b>	<b>-398,127.41</b>	<b>41.90 %</b>
<b>Department: 575 - COMMUNITY DEVELOPMENT</b>							
<b>Expense</b>							
<a href="#">09-575-01100</a>	SALARIES	25,334.00	25,334.00	432.00	4,836.00	20,498.00	19.09 %
<a href="#">09-575-02100</a>	FICA EXPENSE	1,571.00	1,571.00	26.78	299.82	1,271.18	19.08 %
<a href="#">09-575-02105</a>	MEDICARE EXPENSE	367.00	367.00	6.26	70.11	296.89	19.10 %
<a href="#">09-575-02107</a>	TWC EXPENSE	117.00	117.00	0.43	4.83	112.17	4.13 %
<a href="#">09-575-02160</a>	WORKER'S COMP	51.00	51.00	0.94	10.48	40.52	20.55 %
<a href="#">09-575-03110</a>	ATTORNEY	500.00	500.00	0.00	0.00	500.00	0.00 %
<a href="#">09-575-03115</a>	AUDITOR	8,000.00	8,000.00	0.00	5,958.25	2,041.75	74.48 %
<a href="#">09-575-03120</a>	PROFESSIONAL SERVICES	41,600.00	41,600.00	1,600.00	16,000.00	25,600.00	38.46 %
<a href="#">09-575-03121</a>	BUSINESS RECRUIT AND DEVELOPME	18,000.00	18,000.00	1,500.00	7,500.00	10,500.00	41.67 %
<a href="#">09-575-04100</a>	OFFICE SUPPLIES & PRINTING	5,500.00	5,500.00	0.00	404.30	5,095.70	7.35 %
<a href="#">09-575-06100</a>	CITY PROMOTION	54,500.00	54,500.00	0.00	27,500.00	27,000.00	50.46 %
<a href="#">09-575-06120</a>	ADVERTISING	12,580.00	12,580.00	0.00	1,425.00	11,155.00	11.33 %
<a href="#">09-575-09100</a>	TRAVEL/SEMINARS	3,000.00	3,000.00	0.00	414.63	2,585.37	13.82 %
<a href="#">09-575-10100</a>	DUES & MEMBERSHIPS	2,000.00	2,000.00	39.75	7,203.92	-5,203.92	360.20 %
<a href="#">09-575-11150</a>	SPECIAL PROJECTS	188,416.00	188,416.00	0.00	111,258.39	77,157.61	59.05 %
<a href="#">09-575-12100</a>	INSURANCE	300.00	300.00	0.00	270.52	29.48	90.17 %
<a href="#">09-575-13500</a>	CAPITAL OUTLAY	101,800.00	101,800.00	0.00	0.00	101,800.00	0.00 %
<a href="#">09-575-30100</a>	BUSINESS INCENTIVE PROGRAM	40,000.00	40,000.00	0.00	2,807.07	37,192.93	7.02 %
<a href="#">09-575-30129</a>	GENERAL FUND ADMIN	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
<a href="#">09-575-30131</a>	TRANSFER DEBT SERVICE I&S	268,064.00	268,064.00	0.00	0.00	268,064.00	0.00 %
<a href="#">09-575-99100</a>	MISCELLANEOUS	300.00	300.00	0.00	0.00	300.00	0.00 %
	<b>Expense Total:</b>	<b>787,000.00</b>	<b>787,000.00</b>	<b>3,606.16</b>	<b>185,963.32</b>	<b>601,036.68</b>	<b>23.63 %</b>
	<b>Department: 575 - COMMUNITY DEVELOPMENT Total:</b>	<b>787,000.00</b>	<b>787,000.00</b>	<b>3,606.16</b>	<b>185,963.32</b>	<b>601,036.68</b>	<b>23.63 %</b>
	<b>Fund: 09 - COMMUNITY DEVELOPMENT COR Surplus (Deficit):</b>	<b>-101,800.00</b>	<b>-101,800.00</b>	<b>73,530.11</b>	<b>101,109.27</b>	<b>202,909.27</b>	<b>-99.32 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-101,800.00</b>	<b>-101,800.00</b>	<b>73,530.11</b>	<b>101,109.27</b>	<b>202,909.27</b>	<b>-99.32 %</b>

## Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 09 - COMMUNITY DEVELOPMENT COR</b>						
<b>Department: 452 - CDC DISBURSEMENTS</b>						
Revenue	685,200.00	685,200.00	77,136.27	287,072.59	-398,127.41	41.90 %
<b>Department: 452 - CDC DISBURSEMENTS Total:</b>	<b>685,200.00</b>	<b>685,200.00</b>	<b>77,136.27</b>	<b>287,072.59</b>	<b>-398,127.41</b>	<b>41.90 %</b>
<b>Department: 575 - COMMUNITY DEVELOPMENT</b>						
Expense	787,000.00	787,000.00	3,606.16	185,963.32	601,036.68	23.63 %
<b>Department: 575 - COMMUNITY DEVELOPMENT Total:</b>	<b>787,000.00</b>	<b>787,000.00</b>	<b>3,606.16</b>	<b>185,963.32</b>	<b>601,036.68</b>	<b>23.63 %</b>
<b>Fund: 09 - COMMUNITY DEVELOPMENT COR Surplus (Deficit):</b>	<b>-101,800.00</b>	<b>-101,800.00</b>	<b>73,530.11</b>	<b>101,109.27</b>	<b>202,909.27</b>	<b>-99.32 %</b>
<b>Report Surplus (Deficit):</b>	<b>-101,800.00</b>	<b>-101,800.00</b>	<b>73,530.11</b>	<b>101,109.27</b>	<b>202,909.27</b>	<b>-99.32 %</b>

# Sales Tax Report

## FY 24-25

	2c		1-1/2c (General Fund Portion)		1/2c (CDC Portion)	
	Paid	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)
		<b>FY23-24</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY22-23</b>	<b>FY23-24</b>
October	243,943.95	58,699.07	182,957.96	138,933.66	44,024.30	60,985.99
November	222,593.76	38,103.20	166,945.32	138,367.92	28,577.40	55,648.44
December	181,035.06	12,630.79	135,776.30	126,303.20	9,473.09	45,258.77
January	183,910.88	16,370.08	137,933.16	125,655.60	12,277.56	41,885.20
February	246,747.09	17,064.54	185,060.32	172,261.91	12,798.41	61,686.77
March	177,249.93	17,941.25	132,937.45	119,481.51	13,455.94	44,312.48
April	183,718.30	(18,716.75)	137,788.73	151,826.29	(14,037.56)	50,608.76
May	252,041.13	2,938.81	189,030.85	186,826.74	2,204.11	63,010.28
June	203,263.59	44,800.36	152,447.69	118,847.42	33,600.27	50,815.90
July	193,451.68	5,629.07	145,088.76	140,866.96	4,221.80	48,362.92
August	234,275.31	(64,470.40)	175,706.48	224,059.28	(48,352.80)	58,568.83
September	212,384.99	11,066.90	159,288.74	150,988.57	8,300.17	53,096.25
<b>TOTAL SALES ACTIVITIES</b>	<b>\$ 2,534,615.67</b>	<b>\$ 142,056.92</b>	<b>\$ 1,900,961.75</b>	<b>\$ 1,794,419.06</b>	<b>\$ 106,542.69</b>	<b>\$ 633,653.92</b>
		<b>5.94%</b>	<b>5.94%</b>	<b>5.94%</b>	<b>5.94%</b>	<b>5.94%</b>

	2c		1-1/2c (General Fund Portion)		1/2c (CDC Portion)	
	Paid	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)	Incl(Dec) (\$)
		<b>FY23-24</b>	<b>FY23-24</b>	<b>FY23-24</b>	<b>FY23-24</b>	<b>FY23-24</b>
October	198,363.69	(45,580.26)	148,772.77	182,957.96	(34,185.20)	49,590.92
November	222,636.36	42.60	166,977.27	166,945.32	31.95	55,659.09
December	205,582.15	24,547.09	154,186.61	135,776.30	18,410.32	51,395.54
January	192,066.09	8,155.20	144,049.56	137,933.16	6,116.40	48,016.52
February	308,545.06	61,797.97	231,408.80	185,060.32	46,348.48	77,136.27
<b>TOTAL SALES ACTIVITIES</b>	<b>\$ 1,127,193.35</b>	<b>\$ 48,962.61</b>	<b>\$ 845,395.01</b>	<b>\$ 808,673.06</b>	<b>\$ 36,721.95</b>	<b>\$ 281,798.34</b>
		<b>4.54%</b>	<b>4.54%</b>	<b>4.54%</b>	<b>4.54%</b>	<b>4.54%</b>

\*\*\*\* Sales Tax Amount may be adjusted a the end of the year based on actuals sales activity amounts.

# ACTION ITEM REPORT



**Item Title:** Consideration and ACTION to approve the CDC 2023-2024 Audit Report.

**Recommendation:**

We had a fantastic year financial wise. Our Fund Balance decreased by \$46,604 to \$630,346. Normally that would not be good except that we have saved for several years to fund major projects, including street repairs for \$53,505, the Veteran’s Memorial for \$182,657 and also \$14,055 for soccer goals and \$21,037 for upgrades to the girls’ softball field all totaling \$271,254. With our normal budgeted funds each year and a fund balance of \$630,346 (which by the way is about 1 year of revenue), we have plenty of funding for special projects.

I recommend approval.

Section D, Item # 4.

**City of Los Fresnos, Texas**  
**Component Unit**  
**Community Development Corporation**  
**Comparative Balance Sheets**

<b>September 30,</b>	<b>2024</b>	<b>2023</b>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 642,332	\$ 641,636
Receivables (less allowance for uncollectible accounts)		
Service receivable	35	-
Sales taxes receivable	49,591	60,986
 Total assets	 \$ 691,958	 \$ 702,622
 <b>LIABILITIES</b>		
Accounts payable	\$ 15,749	\$ 9,254
Accrued expenses	45,409	16,015
Due to primary government	454	403
 Total liabilities	 61,612	 25,672
 <b>FUND BALANCE</b>		
Debt service	630,346	676,950
 Total fund balance	 630,346	 676,950
 <b>TOTAL LIABILITIES AND FUND BALANCE</b>	 \$ 691,958	 \$ 702,622

# Draft

116

16



**City of Los Fresnos, Texas**  
**Component Unit**  
**Community Development Corporation**  
**Comparative Schedule of Revenues, Expenditures and**  
**Changes in Fund Balances**

<u>For the years ended September 30,</u>	<u>2024</u>	<u>2023</u>
<b>REVENUES</b>		
Nonproperty taxes - sales taxes	\$ 622,259	\$ 612,815
Interest and investment income	16,021	12,674
Miscellaneous revenue	2,142	-
	<u>640,422</u>	<u>625,489</u>
<b>EXPENDITURES</b>		
Community development services	<u>687,026</u>	<u>338,189</u>
	<u>687,026</u>	<u>338,189</u>
Excess (deficiency) of revenues over (under) expenditures	( 46,604)	287,300
<b>NET CHANGE IN FUND BALANCE</b>	( 46,604)	287,300
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>676,950</u>	<u>389,650</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 630,346</u>	<u>\$ 676,950</u>

Draft

**ACTION ITEM REPORT**

**Item Title:** Consideration and ACTION to approve funding for the Earth Day event on Saturday, April 12, 2025.

**Recommendation:**

We will be holding the Earth Day event at the Nature Park on Saturday, April 12 from 9 am to noon. This event has been a huge success the last 2 years and looks good for another year. We will have vendors supporting Earth Day, tours of the park, bird watching and just plenty of neat things to do and be involved in. We did not budget funds for this during budget time. We would like to budget \$3,000 now. It will be utilized for advertising, banners, flyers, chairs, tables, supplies, a DJ, prizes for drawings, etc.

I recommend approval.

## ACTION ITEM REPORT



**Item Title:** Consideration and ACTION to approve upgrades to the parking areas at the Community Park and Memorial park.

**Recommendation:**

The Community Park and the Memorial Park parking lots need to be seal coated and restriped. That is something our staff cannot do. A company that specializes in that has submitted prices to have this done. It will be a huge improvement and preserve our parking areas at both parks for a long time. The price given is through a state contracted price of \$25,000 and it is a good price.

I recommend approval.

**STRIPE RIGHT**

298 private road 4429  
Rhome, TX 76078  
+18174845332  
bids@stripe-right.com  
www.stripe-right.com



**ESTIMATE**

ADDRESS  
Mark Milum  
City of Los Fresnos  
520 E Ocean Blvd  
Los Fresnos, TX 78566

SHIP TO  
Community Park - East Lot  
- Sealcoat & Stripe  
402 W Ocean Blvd  
Los Fresnos, TX 78566

ESTIMATE 25066  
DATE 01/30/2025

SCOPE OF WORK	QTY	UNITS	AMOUNT
5.00 - Spray Two (2) Coats Of Premium Asphalt Sealcoat Mixture	14,300	SF	5,000.00T
9.20 - Layout New Pavement Markings	1	LS	200.00T
1.05 - Stripe YELLOW Parking Stall	1,000	LF	400.00T
1.20 - Paint WHITE Traffic Arrow Marking	4	EA	200.00T
1.30 - Paint BLUE ADA Handicap Box & Stencil WHITE ADA Handicap Symbol	2	EA	200.00T
9.10 - Mobilization For Asphalt Maintenance	1	LS	1,500.00T
9.00 - Mobilization For Parking Lot Striping	1	LS	500.00T

TIPS Contract #220605 or BuyBoard Contract #700-23	SUBTOTAL	8,000.00
	TAX	0.00
	<b>TOTAL</b>	<b>\$8,000.00</b>

Accepted By

Accepted Date

Section D, Item # 6.

Nogal St

326

32

W 3rd St

305

21



**STRIPE RIGHT**

298 private road 4429  
Rhome, TX 76078  
+18174845332  
bids@stripe-right.com  
www.stripe-right.com



**ESTIMATE**

ADDRESS  
Mark Milum  
City of Los Fresnos  
520 E Ocean Blvd  
Los Fresnos, TX 78566

SHIP TO  
Memorial Park  
- Sealcoat & Stripe  
900 N Arroyo Blvd  
Los Fresnos, TX 78566

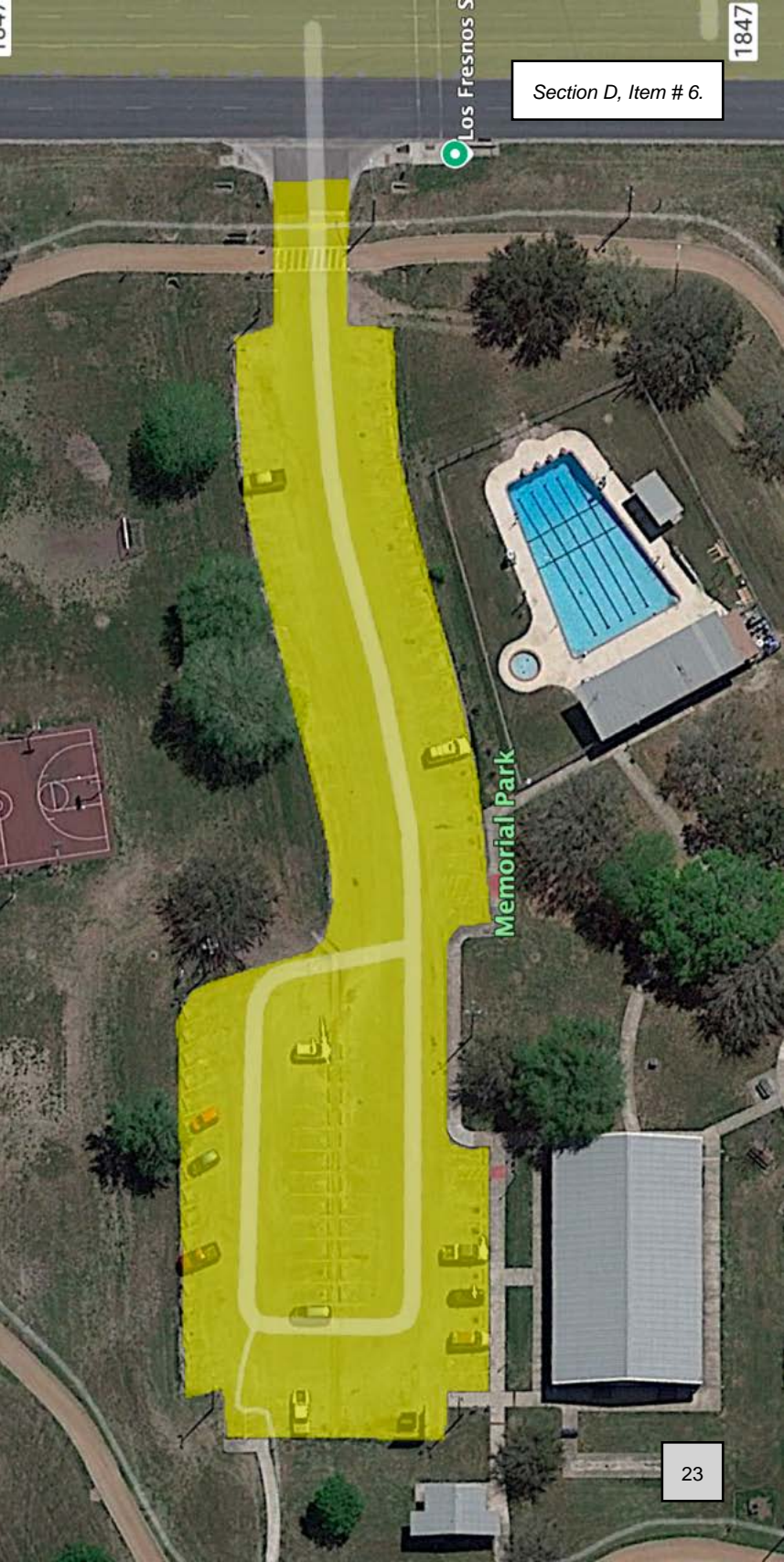
ESTIMATE 25065  
DATE 01/30/2025

SCOPE OF WORK	QTY	UNITS	AMOUNT
5.00 - Spray Two (2) Coats Of Premium Asphalt Sealcoat Mixture	41,300	SF	10,000.00T
9.20 - Layout New Pavement Markings	1	LS	600.00T
1.05 - Stripe YELLOW Parking Stall	2,200	LF	700.00T
2.30 - Stripe WHITE 12" Solid Line	200	LF	200.00T
1.30 - Paint BLUE ADA Handicap Box & Stencil WHITE ADA Handicap Symbol	5	EA	200.00T
1.31 - Paint RED Pedestrian Ramp	2	EA	300.00T
9.10 - Mobilization For Asphalt Maintenance	1	LS	3,500.00T
9.00 - Mobilization For Parking Lot Striping	1	LS	1,500.00T
TIPS Contract #220605 or BuyBoard Contract #700-23			
SUBTOTAL			17,000.00
TAX			0.00
TOTAL			<b>\$17,000.00</b>

Accepted By

Accepted Date





Los Fresnos S

Section D, Item # 6.

1847

Memorial Park

23

**ACTION ITEM REPORT**



**Item Title:** Consideration and ACTION to approve adding a full time position of Economic Development Coordinator to replace the current staffing structure.

**Recommendation:**

Los Fresnos continues to grow and evolve from a small country town with growth and development continuing at a fast pace to a City with increasing needs. Due to this, I believe it is time to have a full time employee to handle of oversee our economic development. The liaison and interns have done a phenomenal job over the last 10 plus years. Our needs have grown past this to require more from this department.

Attached is a proposed job description for that full time position. The pay for this position would be just under \$25 per hour or \$50,000 per year to a high of \$35 per hour or \$72,800 per year depending on experience, knowledge and various other factors that will be determined depending on the candidate chosen. Benefits are not included so that adds about \$15,000 to \$20,000 per year.

Current Financial Impact:

\$25,334	Interns - Part Time
\$ 2,106	Benefits
\$41,600	Liaison – Part Time
\$69,040	Total

Proposed Financial Impact (Maximum)

\$72,800	Economic Development Coordinator – Full Time
\$18,108	Benefits
\$90,902	Total

Maximum Increase in budget of \$21,862. We do have the funding for this in the current budget and in future years to sustain the position.

The current liaison will be eligible to apply for the new position. If not selected, I recommend we pay 12 weeks or \$9,600 to allow time to secure other employment due to the long term commitment and work over many years.

I recommend approval.





## JOB DESCRIPTION

Job Title: Economic Development Coordinator.  
 Department: CDC  
 Supervisor: City Manager

### **Purpose:**

Under the general supervision of the City Manager this position is responsible for all economic development planning and implementation on behalf of the LFCDC and the City including the programs and practices that lead to private and public sector jobs that result in the capital investment, job creation, and expanded property tax-based valuations and city sales tax revenues. This position is responsible for the development and implementation of economic and redevelopment plans, programs and services both commercial and industrial. This includes, but is not limited to monitoring present business activity, developing a way to retain current businesses and assist in their development and growth and attracting new businesses to the city. This position also assists in the economic development budget and has fiduciary oversight for appropriate record keeping and internal control procedures.

### **Principle Duties:**

- Assists the City Manager by developing and administering a comprehensive economic development strategy for the City of Los Fresnos.
- Responsible for verifying the achievement of quantifiable jobs, revenue and business expansion goals of assisted companies.
- Assists in planning, coordinating, and delivering assistance, information, and services to assigned leads and prospects.
- Facilitate job creation and private capital investment in the community by using “best practices” in economic development.

- Administer incentive programs and develop new programs as dictated by market conditions to take advantage of market conditions.
- Develop and implement an annual budget and marketing plan.
- Represent the City and attend trade shows, industry gatherings, and other economic development missions to promote the City for private investment and job creation.
- Participate in regional economic development initiatives.
- Represent the City on appropriate Economic Development Boards or Committees.
- Develop both short-term and long-term economic plans and programs to enhance current economic activity in the City, but also to encourage further economic activity.
- Coordinate the preparation of marketing materials which will assist in responding to inquiries about local economic development opportunities in the City, including information about utilities, taxes, zoning, transportation, community services and financing tools.
- Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic purposes and track business movement into and out of the City.
- Coordinate marketing plans and serve as a liaison for the City in conjunction with Chamber of Commerce, and other related organizations.
- Utilize economic development financial tools and incentives approved by the LF CDC Board to attract commercial and other developments to Los Fresnos, Texas.
- Management of Day-to-day economic development operations.
- Monitoring all economic development projects.
- Management of business development and business retention programs.
- Utilize local, state and federal incentive programs for local business and industry.
- Coordination and plan research activities for interested prospects, grant proposals, and information databases.
- Oversee the development of the CDC Website and City Welcome Sign.
- Attend all LF CDC Board meetings and provide a report of monthly activities.
- Help coordinate all city Events such as Christmas in the Park, Halloween Festival, Easter Celebration, Independence Day Celebration, Fireworks, Earth Day, along with all City Sponsored events as well such as the Conjunto Festival, Cowboy Cook-off, Rodeo and Livestock show.
- Excellent Customer relations.
- Ability to establish and maintain good working relationships with City employees and public.
- Operations, organizations, policies and ordinances that affect economic development.
- Business recruitment skills and techniques; marketing and promotion techniques.
- Applicable laws, codes, and regulations concerning land use property development.

- Community market trends in land development, retail, industrial, and office markets. Development costs of office, retail, industrial and commercial buildings.
- Market analysis as it relates to the potential development of a specific site.
- Negotiation skills and techniques; consensus building skills.
- Customer service skills.
- Prepare economic development reports, memoranda, and other correspondence.
- Make verbal presentations before a variety community groups and communicate effectively with the media.
- Ability to be multi-task oriented.
- Participate in staff development and other in-service activities for professional growth.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities Required**

- Knowledge of Texas 4B sales tax statute and operations.
- Knowledge of the Open Meetings and Public Information Act.
- Knowledge of budgetary and financial procedures for economic development operation.
- Working knowledge of modern technology, computers and software.
- Knowledge of principles and practices of economic and rural development, redevelopment, commercial real estate, budgeting and finance, supervision, and small business practices
- Effectively communicate, both orally and in written form.
- Provide leadership skills in accomplishing the goals of the economic development corporation.
- Exhibit characteristics of being a self-motivated and innovative individual.
- Possess a valid Texas Driver’s License.
- Must pass a drug test, driver’s license check and criminal history background check.

**Preferred Qualifications:**

- Graduate of an accredited four-year college or university with a degree in economics, real estate, business management, finance, public administration, marketing, urban planning, or a closely related field.
- Minimum of 3 to 5 years of economic development experience.
- Bilingual in Spanish

**Working Conditions and Physical Requirements:**

Individual works primarily in an air-conditioned office environment. Manual dexterity of fingers and the use of hands are required for utilization of office equipment. Physical demands for the position require the lifting of moderate objects up to 10 pounds. Normally will work 5 days, 40-hour week as required or as demanded by the job, but will

include evenings and weekends as necessary for economic development and city events. Attendance at workshops, seminars, conferences, orientations, trainings, meetings, city events or other sessions is mandatory.

**NOTE**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The “performs other work as required or assigned” statement is to be understood that it may be necessary to expand an employee’s duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS’ GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

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Employee Signature Date

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Department Head Signature Date

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City Manager Signature Date

Created: March 2025

## ACTION ITEM REPORT



**Item Title:**

CDC Consultant Report February 2025 A. Businesses & Resident Site Information B. Business Outreach C. Sponsored Promotions

**Recommendation:**



**Los Fresnos Community Development Corporation (LFCDC)**  
**A Texas 4B EDC, MARCH 3rd Board Meeting Report**  
**By Desi Martinez, assisted by CDC Intern, & Chamber & City Permits**



**Economic Development:**

**Businesses and area residents looking for sites, information, or technical assistance:**

Small BIZ inquiries and home sites in <b>FEBRUARY 2025</b>	<b>__14__ - per month</b>
New or expanding commercial business permits submitted ( <b>3-New</b> )	<b>__3__ - this month</b>
Total new residential brick homes construction plans and permits submitted	<b>__9__ - this month</b>
Total wood frames homes construction plans and permits submitted	<b>__0__ - this month</b>
Total duplexes construction plans and permits ( <b>duplexes__0__ or __0__ apts.</b> )	<b>__0__ - this month</b>
LFCDC Business matching grants inquiries.	<b>__3__ - this month</b>

*(Note: Information above from Los Fresnos Permits Office.)*

**LFCDC R&D and business outreach:**

- The gas company is presently relocating a main gas line on Texas Hwy 100 at a prime business location on Old Alice Road and Hwy 100 corner. This infrastructure upgrade and action has already excited interests of new businesses and realtors looking for prime sites and new investments opportunities in the Los Fresnos market.
- To date, 160 business packets have been mailed to regional and South Texas banks, county, state and federal officials, investment managers and regional businesses. Follow-up visits are scheduled to report the business outlook views of these regional and local business leaders and report back to the Board.
- CDCB reports that they will be building 20 new affordable homes in the California Road area within the city limits. The first 2 new home permits are reported above. Assisted the CDCB, that has a plant in Los Fresnos, in getting local support for a Texas Senate Budget Committee rider for \$15,000,000 for South Texas rural communities to apply to the Texas Department of Agriculture for infrastructure grants for single family housing subdivisions. This will help expand the plant operations in Los Fresnos and create more construction jobs.

**LFCDC Sponsored Promotion and expanding the city Brand:**

- ❖ Earth Day 2025 kick-off meeting was held to assign tasks to all committee members. This year's Earth Day will be held at the Nature Park and Caracara Trails on Saturday, April 12<sup>th</sup> from 9 AM to 12 PM.
- ❖ 2025 Los Fresnos Rodeo reports that this year's 3-day event attendance promoted for the last 90 days throughout the RGV was very well attended. The business sponsors and regional promotion of Los Fresnos was a 100% success and growing. The Los Fresnos Rodeo and Livestock Show continues to make this city a visitors and tourists destination. We are "country flavor" and a Texas model of a city and volunteers working together.

**(Contact me for information at the Los Fresnos CDC Office at #956-233-6182 or call**

**my personal cell #956-778-8929 or email me at [desiandlu1@yahoo.com](mailto:desiandlu1@yahoo.com)**

**ACTION ITEM REPORT**

**Item Title:** City Manager Report A. Veteran's Memorial

**Recommendation:**

Veteran's Memorial: The main parts are complete. There are some items that need to be addressed. We have not had a walkthrough for the project yet but should be in the next few weeks. The contractor got it ready so it could be shown during the Rodeo weekend while there were many visitors in the area. The lights are on but need to be adjusted. The flags are up. The recordings on each branch of the military are operational and have the corresponding song for each. We will work on the narratives for each one over the next few weeks. The landscaping will begin in the next few weeks as well.

Once everything is complete we will work on a date for a "Grand Opening" event.